



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	CONTRACT COMPLIANCE OFFICER
3	<i>Posting Number</i>	106677
4	<i>Department</i>	Mayor's Office
5	<i>Division</i>	Affirmative Action and Contract Compliance
6	<i>Section</i>	MW/DBE Certification and Outreach Section
7	<i>Reporting Location</i>	611 Walker, 7th floor *
8	<i>Workdays &amp; Hours</i>	M - F, 8:00 a.m. - 5:00 p.m.* *Subject to Change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Performs desk and financial audits on files submitted for certification, as a minority woman or disadvantaged owned business enterprise and person's with disabilities business enterprise programs. Conducts on-site interviews at the applicant's business location to determine if they meet the requirements for certification. Compiles data and prepares written reports. Disseminates information about the certification program requirements through workshops, seminars, telephone, and office walk-in inquiries.	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts, or a related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> No experience is required. Directly related professional experience may be substituted for education requirements on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Requires a valid Texas Driver's License, clear motor vehicle record and meet the requirements of the Mayor's policy regarding the operation of motor vehicles (AP2-2).	
14	<b><u>PREFERENCES</u></b> Legal and or accounting experience preferred. Must have excellent oral and written communication skills. Knowledge of governmental regulations and guidelines relative to Minority/Women/Disadvantaged Business Enterprise Programs and Person's with Disabilities Business Enterprise Programs are helpful. Must be able to communicate accurately and effectively with executives, administrators, elected officials, employees and the general public. Bi-lingual ability preferred.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None.	
16	<b><u>SAFETY IMPACT POSITION</u></b> : Yes      No If yes, this position is subject to random drug testing and any person selected for this position must successfully pass a drug test before appointment.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  <div>Salary Range- Pay Grade 15</div> <div>\$901 - \$1,217 Biweekly      \$23,426 - \$31,642 Annually</div>	
18	<b><u>OPENING DATE</u></b>	September 7, 2005
19	<b><u>CLOSING DATE</u></b>	Open until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> The Human Resources TDD phone number is (713) 837-9471  An equal opportunity employer	